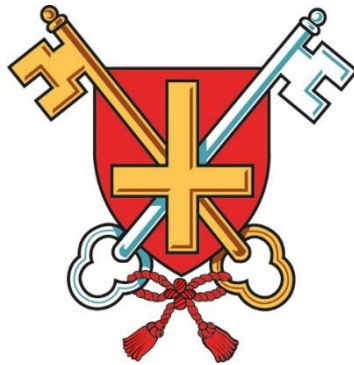




St. Peter's London Docks C of E Primary School

"Finally, all of you, be like-minded, be sympathetic, love one another,
be compassionate and humble"

1 Peter 3:8

School Asthma and Allergy Safety Policy

Designated Member of Staff: Elizabeth Dickson

Compliance

St Peter's wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated 11th December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

St Peter's recognises that schools and LAs have a duty under the Equalities Act (2010) to make reasonable adjustments and ensure equality of opportunity for their pupils including:

- provision of additional adult support if needed
- adjustments to the environment
- provision for equipment needed for accessibility and
- curriculum adjustments

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions.

Disabilities, also including those pupils with medical conditions. The school also acknowledges mental ill health as a medical condition.

Policy Statement

St Peter's is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- All St Peter's staff understand their duty of care to children and young people (Emergency Procedures document) in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency. (Emergency Procedures document)
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs. These children have Health care plans written by the GP or healthcare professional, which are reviewed annually or when changes are made to prescribed medications or doses.
- The school SENCO is the named person for medical needs which is in compliance with the law.

Asthma can increase the risk associated with anaphylaxis. Pupils with asthma should have rapid access to their prescribed reliever inhaler. Where permitted and appropriate, the school will maintain an emergency salbutamol inhaler and spacer in line with current guidance. Asthma Action Plans and allergy arrangements will be cross-referenced where a pupil has both conditions.

Asthma and Allergy

Anaphylaxis is a medical emergency. Staff must act promptly where Airway, Breathing or Circulation symptoms suggest anaphylaxis. Adrenaline should be administered without delay in accordance with the pupil's plan and current emergency guidance, an ambulance must be called (999), and the pupil must be continuously supervised. Emergency treatment must not be delayed while attempting to contact a parent/carers. A pupil who has received adrenaline requires emergency medical assessment. All incidents must be recorded and reviewed.

Emergency response to suspected anaphylaxis

All staff, including supply staff, volunteers, catering staff, wraparound staff and other relevant adults are made aware of the policy, emergency arrangements and the needs of pupils for whom they are responsible. At Peter's we support the wellbeing, dignity and inclusion of pupils with allergies and address allergy-related bullying, stigma, anxiety or unsafe behaviour. We record serious allergy incidents and near misses, inform parents/carers and the governing body, complete any statutory reporting required, investigate what happened and use lessons learned to review policy, practice and individual plans,

We ensure pupils with allergies are included in lessons, PE, clubs, wraparound provision, trips, residential visits and other school activities, with suitable risk assessment and access to medication;

avoid blanket claims that the school is "allergen-free" or "nut-free"; instead, use proportionate controls tailored to identified risks and individual pupils by;

- Reducing the risk of exposure to known allergens through proportionate risk assessment, safe food-management and catering arrangements, cleaning, hand hygiene, supervision and planning for curriculum activities;
- Maintaining appropriate arrangements for spare adrenaline devices in accordance with current legislation, regulations and DfE guidance, including storage, accessibility, checking, use and recording;
- Ensuring pupils at risk of anaphylaxis have rapid access to their prescribed adrenaline auto-injectors (AAIs) and that emergency arrangements are not dependent on locating a particular member of staff;
- Providing annual allergy-awareness and emergency-response training for all staff, with additional role-specific training for staff who may administer adrenaline or provide direct support;
- Ensuring IHPs capture individual triggers, signs and symptoms, risk-reduction measures, prescribed medication, emergency response arrangements and any Allergy Action Plan and/or Asthma Action Plan;
- Ensuring that parents provide an Individual Healthcare Plan (IHP) in place for any pupil whose allergy requires supportive arrangements in school, developed with the pupil where appropriate, parents/carers and relevant healthcare professionals;
- Identifying pupils with known allergies promptly and ensure relevant information is recorded, accessible to appropriate staff and updated when circumstances change;
- The school will have particular regard to the Department for Education statutory

guidance "Allergy safety in schools" (July 2026). A named senior leader (SENCo) will oversee allergy safety and implementation of this policy.

From 1 September 2026, section 34 of the Children's Wellbeing and Schools Act 2026 amended the Children and Families Act 2014 by introducing statutory allergy-safety duties. These provisions are commonly referred to as Benedict's Law. The school will maintain a dedicated, written allergy safety policy within this document, publish it on the school website, review it at least annually and bring it to the attention of pupils, parents/carers and all people working at the school at least once each year.

Statutory Allergy Safety Requirements (Benedict's Law)

1. St Peter's is an inclusive community that aims to support and welcome pupils with medical conditions

- The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.
- The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.
- Pupils with medical conditions are encouraged to take control of their condition.
- This school aims to include all pupils with medical conditions in all school activities.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at school.
- School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Head teacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the school requests.
- The medical conditions policy is understood and followed by the whole school.

2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers to ensure its full implementation

- Parent/carers are informed about the medical conditions policy in the local offer and by signposting access to the policy via the school's website and medical conditions are always talked through with the parents using the policies.
- School staff are informed and regularly reminded about the school's medical conditions policy:
 - through the staff handbook and staff meetings and by accessing the school website
 - through medical conditions updates at briefing and staff meetings and INSET days.
 - through the key principles of the policy being displayed in several prominent staff areas of the school and on the school's website
 - supply and temporary staff are informed of the policy and their responsibilities including who is the designated person (SENCo), any medical needs or Individual Health Care Plans related to the children in their care and how to respond in emergencies
 - Staff are made aware of any Individual Health Care Plans by the SENCo.
 - The school has several members of staff who have received training in First Aid, allergies and asthma. This training is updated annually by the SENCO.

3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at school

- Relevant staff are aware of the most common serious medical conditions at this school.
- Staff understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act in loco parentis. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Care Plan.
- The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens in the school staff room, and electronically.
- School uses Individual Health Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- School has procedures in place so that a copy of the pupil's Health Care Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management.

3. The school has clear guidance on the administration of medication at school

Administration – emergency medication

- School will seek to ensure that pupils with medical conditions have easy access to their emergency medication (they are kept in the classroom).
- School will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration – general

- This school understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Teachers and support staff may administer medication in accordance with this policy, the pupil's Individual Healthcare Plan where applicable, and written parental consent. In an emergency, staff will act in the pupil's best interests and in accordance with their duty of care and emergency procedures.
- School will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act in loco parentis in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Health Care Plan.

- Parents/carers at St.Peter's school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at school refuses their medication, staff will record this via CPOMS and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises.
- Non-prescription medicines, including analgesics or antihistamines, will only be administered where this is consistent with the school's agreed medicines procedures, there is appropriate written parental consent and the medicine is suitable for the individual pupil. Emergency treatment for a suspected allergic reaction or anaphylaxis will follow the pupil's Individual Healthcare Plan/Allergy Action Plan and the school's emergency allergy procedures; treatment must not be delayed while seeking parental contact.

5. School has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. School stores emergency asthma pumps and auto-injectors that are stored in the SENCo office.
- If the pupil concerned is involved in extended school services, then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place (Medical Room). Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed

Safe storage – general

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school (SEnCo).
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's

- instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers at school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local chemist for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired (SENCo). This is recorded on Medical Tracker and the SENCo will receive automatic alerts when medication is due to expire.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local chemist, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

6. School has clear guidance about referring children to the nurse and record keeping for pupils with medical conditions

Enrolment forms

Parents/carers at school are asked if their child has any medical conditions, this is recorded on Arbor and Medical tracker, then referred to the SENCO as necessary.

Youth Health Hub referrals

When school have any concerns about a child's health or medical needs the SENCo makes a referral to the Youth Health Hub. Compass Group receive all nurse referrals via Young Health Hub.

Young Health Hub

Young Health Hub (Tower Hamlets) is the integrated 5-19 service which includes Public Health School Nursing, Safe East substance misuse and sexual health, and ECHO. The Young Health Hub is a partnership between Compass and Barnardo's. Full information can be accessed below.

[CYPHWS Information Booklet](#)

Young Health Hub offers support and resources for school-aged children and young people in Tower Hamlets, working in partnership with 90 state-funded primary and secondary schools including special provision and youth justice services in Tower Hamlets. Compass deliver a range of screening programmes, health promotion sessions, and direct intervention, our team of nurses, health and wellbeing staff, and support workers aim to support children, young people and families to adopt and maintain healthy lifestyles and improve the physical, emotional and mental health of children and young people through promotion, education and advice.

Get support for:

- Healthy eating

- Dental health
- Friendships and relationships
- Body image
- Bullying
- School anxiety
- Fussy eating
- Sleep
- Mental health
- Substance Use
- Sexual health
- Long-term health conditions
- Parenting
- Behaviour
- Continence
- Referral onto /liaison with additional health services

Young Health Hub provides advice, support and health promotion activities in schools and communities delivered via school coffee-mornings, community events, or classroom-based sessions with children and young people.

Asthma

Asthma care plans should be provided by parents and their GP / practice nurse. Emergency asthma care plans are provided when a care plan has not been issued by a medical professional. A school asthma register is kept on Medical Tracker which alerts the SENCo of expiry dates of inhalers, so that parents can be reminded to renew inhalers.

Individual Health Care Plans

An Individual Health Care Plan is written by health care professionals, accompanied by an explanation of why and how it is used. Parents should provide school with an IHCP for any pupil that has an allergy that requires prescribed medication.

The SENCO may refer children who need Individual Health Care Plans to the allocated Youth Health Hub. Here the nurse records important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Examples of complex health needs which may generate an Individual Health Care Plan are:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication
- anaphalaxis

Storage of Care Plans

- Individual Health Care Plans and Asthma plans are stored centrally on Medical Tracker. The plans are scanned into the system with their expiry date that alerts the SENCo to obtain an updated plan from parents. Parents will receive a reminder letter prior to their expiry.

Ongoing communication and review of Individual Health Plans

- Parents/carers at school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date from their doctor or nurse.
- Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Care Plans

- Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in a secure central location at school (Medical Tracker).
- Apart from the central copy, each year group holds copies of pupils' Individual Health Plans alongside their medication. These copies are updated at the same time as the central copy.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- School ensures that all staff protect pupil's confidentiality.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

Use of Individual Health Care Plans

Individual Health Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication (Appendix 1)
- All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall

health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (Appendix 4 is a template that may be adapted).

- All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away). A copy of the Individual Health Care Plan and equipment/medication must be taken on offsite activities

7. School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment.

Physical environment

- School is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- School aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- The school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

- School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- School ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- School understands the importance of all pupils taking part in sports, games and activities.
- School seeks to ensure all classroom teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- School seeks to ensure that all classroom teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- School ensures all classroom teachers and school sports coaches are aware of the

potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

- School seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

- School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCo.
- School ensures that lessons about common medical conditions are incorporated into PSHE lessons, other parts of the curriculum and assemblies.
- Pupils at this school learn how to respond to common medical conditions.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process (Appendix 2- Risk assessment form). This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.
- This school carries out risk assessments before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an education provider.

8. School is aware of the triggers that can make medical conditions worse or can bring on an emergency. School is actively working towards reducing these health and safety risks.

- School is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents (see Tower Hamlets's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities.

The Headteacher *has a responsibility to:*

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- check that every Stay and Play and Breakfast Club has a person who is first aid trained.
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

All St Peter's school staff *have a responsibility to:*

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Care Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the Senior leadership team and first aiders for each key stage, if there is a need to seek assistance in the event of an emergency.
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling

of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed schoolwork
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo.
- liaise with parents/carers, SENCo, Youth Health Hub and school social worker, if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

Youth Health Hub or healthcare professional has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request
- provide information about where the school can access other specialist training.
- Write and update the Individual Health Care Plans in liaison with appropriate school staff and parents/carers

First aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1st aider
- ensure that they are trained in paediatric first aid.

Special educational needs coordinators have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them

- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

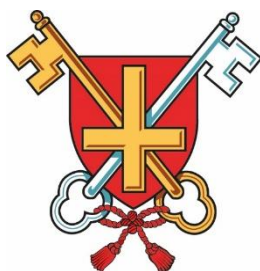
10. Contacting emergency services

Appendix 4 is displayed at phone points around the school, to give clear instructions regarding the medical emergency procedure.

11. The medical conditions policy is regularly reviewed evaluated and updated.

- This policy will be reviewed at least annually in respect of allergy safety, and sooner following a serious allergy incident, near miss, significant change in a pupil's needs, or change in statutory guidance or legislation. The wider medical-conditions provisions will also be reviewed regularly. The governing body will ensure that the current allergy safety policy is published on the school website and brought to the attention of pupils, parents/carers and all persons working at the school at least annually.
- The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

**ST PETER'S
PRIMARY SCHOOL
WAPPING**



**Appendix 1
LONDON DOCKS**

**REQUEST FOR PARENTS TO COMPLETE IF THEY WISH THE SCHOOL TO ADMINISTER
MEDICATION FOR SHORT TERM ILLNESSES**

Details of pupil

Pupil's Full Name:

Class/Form:

Condition/Illness:

Medication

Name/Type as detailed on container:

Date dispensed: How long required: Days

Dosage and method:

Date/Time Medication was last given:

When required to be taken:

Any side effects:

Contact details

Name and relationship to child:

Contact telephone number:

*I understand that I must deliver the medicine personally to the Headteacher or office staff and accept
that this is a service which the school is not obliged to undertake*

Signed: Date:

Risk Assessment Completed and given to the office **at least 3 weeks in advance of trip**



Authorised by

Head teacher:

Date :

Teacher Responsible:

Date:

ST PETERS LONDON DOCKS PRIMARY SCHOOL

Procedures for planning and organising day educational journeys and visits

Please use this document before planning any visit which takes children out of the school site. You may also refer to the LA and DfE guidance contained in the blue file "There and Back". A copy of this file is available from the Headteacher or SBM.

Venue / activity/ purpose		
Address and phone number of venue		
Year Group		
Date of visit		
Visit organiser / leader and phone number		
Cost per pupil		
Cost per adult		
Number of children taking part in the visit		
Number of adults		
Names of adults accompanying class (add emergency contact numbers of school staff) PLEASE PUT ALL NAMES IN OFFICE DIARY	Name	Phone number
Planned adult / pupil ratio		
SEN / Medical Arrangements Please list adult/s and name of child/ children they will support carried onto bus or taxi, medication etc		
Where will parents collect children after the trip		

Risk Assessment for teachers planning a day journey / visit out of school.

Read through the following aide memoire and assess whether you have considered each item and made appropriate checks and decisions.

The completed forms should be given to the Head / Deputy Head for approval and given to the office.

	Yes/NA/comment	
Have you checked the diary and then written your trip in? (Think clashes!! e.g school mass, Friday afternoons Nina training, music & play therapy, SATS week etc)		
Is the trip booked with the venue		
Mode of Transport to be used for this visit for majority / all pupils		
Departure time from school		
Arrival time at venue and / or workshop time		
Departure time from venue		
Return Time to school		
Where will parents collect children after the trip		
Transport Booked (office book coaches and can advise on TFL) – please tick	e-mailed office to book	teacher booked
Number of Oyster cards needed for accompanying adults (to inform the office)		
Mode of transport for those with additional or medical needs		
Transport Booked for those with additional needs		
Are you confident about the <u>means of travel / transport</u> ? (Do you know platforms, times of trains, ticket purchase arrangements, nearby road crossing points etc)		
Kitchen notified of packed lunches (lunch order form for kitchen and healthy packed lunch letter attached)		
Easy Access for all visitors at venue		
Have you visited the venue before?		
Is the <u>venue known</u> to the school?		
Have colleagues successfully used the venue before?		
Toilet Facilities at venue		
Shelter (if required) at venue		
A place for lunch to be eaten		

Letter to Parents/ Carers

**PLEASE CHECK AT LEAST THE DAY BEFORE THE TRIP THAT
YOU HAVE ALL PERMISSION SLIPS.**

Please note that parents are required by law to give informed consent.

I have written to parents / Carers and informed them of the following. I have attached a copy for the office. The letter contains the following details:	
• The Venue	
• Times and Duration of visit	
• Transport and Travel arrangements	
• Nature of Activities in which children will be involved Contact number for Emergencies (usually school)	
• Permission slip for parents to sign	
• If returning after 3.30 the picking up arrangements are clear e.g. from the coach, from the reception area if they need to collect bags	

Will the children be involved in any of the following potentially dangerous activities:
and have you considered precautions / checks you must take to minimise risk of injury/harm ?

ACTIVITIES	Y/N	COMMENTS
Climbing		
Swimming		
Crossing Roads/water		
Cooking		
Adventure Sports		
Using sharp implements or similar		
Using Public Transport		
Walking in woods or similar		
Crossing fields etc		
Talking to member of the public (e.g. interviews/surveys etc)		

Appendix 1 (of risk assessment)

Protocol for taking children on journeys / visits out of school

IMPORTANT INFORMATION ABOUT THE VENUE

Before booking and offering the visit the organising teacher is responsible for making sure, as far as possible, that the venue is a safe, well organised and suitable place for the age group of children that will make the visit. It is recommended that wherever possible the teacher makes a preliminary visit. It is recommended that wherever possible the venue is one which is professionally and publicly validated and recognised and or recommended or supported by the LEA.

Before proceeding with arrangements the teacher should discuss the visit with the Headteacher and seek her approval for the visit and accompanying activities.

TRANSPORT

If transport is required it should wherever possible be by coach. Public transport may be used if the journey is direct or if travel by public transport provides one of the learning opportunities planned for the class. Cost should not be a determining factor in deciding the means of transport taken.

The coach company will be one used regularly by schools, and there must always be a seat and seat belt for each person travelling on the coach.

Again cost will not be a determining factor in booking the required number and type of coach(es).

ADULT/ CHILD RATIOS

The following **adult : child ratios** are recommended as a minimum.

In the event of there being insufficient accompanying adults available on the day the visit / journey will not take place.

(It is therefore vital to have at least one, and preferably two adults on standby)

Class/Age Range	TRAVEL BY COACH (based on 30 places)	PUBLIC TRANSPORT (based on 30 places)	WALKING (based on 30 places)
Nursery/Reception Age 3-5	1:4	1:4	1:4
Year 1/2 Age 6-7	1:6	1:6	1:6
Year 3/4 Age 7-9	1:8	1:8	1:8
Year 5/6 Age 9-11	1:10	1:10	1:10

These ratios may be reduced if the venue is one at which the party remains together at all times (for example to a theatre performance or Place of Worship). Ratios may only be reduced with the full approval of the Headteacher,

Additional adults may be decided by the SLT depending on the needs of specific cohorts.

Irrespective of class size there will always be a minimum of 3 adults on a trip, for group trips the minimum ration will be agreed by the SLT through a risk assessment with a minimum of 2 adults.

RESPONSIBILITIES OF TEACHER IN CHARGE

The organising teacher retains a Duty of Care towards all of the children in the party and if the organising teacher is concerned or unsure about any activity in which the children are to engage he / she must prevent the activity from taking place. This includes activities organised by professional staff from the venue of the visit.

The teacher who organised the visit retains full responsibility for those children at all times during the visit.

If responsibility is to be handed over to another adult for any reason whatsoever this must be clearly stated and agreed by both parties in advance except where the teacher has become incapacitated.

YOU MUST BE IN CHARGE OF THE WHOLE DAY:

- Set clear expectations of children and adults
- Have groups written down and give copies of these to all adults coming with you
- If you are organising for more than one class to go on a trip, plan how they will leave school, which class will be split if more than one coach

- FULL CLASS LIST AND CONTACT DETAILS
- The teacher is responsible for taking on the journey /visit a full list of the children's names, their parent / home contact numbers and where appropriate relevant medical information. This list should be collected by the teacher from the school Administrative Assistant on the day before the visit in order to ensure that the most recent information is available. (The list is known as *emergency information*)

MEETING POINTS

- On arrival at the destination the teacher is responsible for immediately identifying a meeting point for any child or adult who gets lost / detached from the party. Children should be advised on who would (and who would not) be a suitable adult to approach if they become lost / detached from the group.

SCHOOL UNIFORMS

- School uniforms are used to identify a group. **Children should not wear name labels.**

MOBILE PHONE AND SAFETY CONCERNS

- The teacher must take a **mobile phone** with them and should ring school immediately if they have any concerns whatsoever regarding any child's safety and well being or the safety and well being of any adult member of the group.

- The school will immediately put into operation plans for ensuring that the group is safely returned , that the teacher in charge is supported in this event

ACCIDENTS AND EMERGENCIES

- In the event of an accident or emergency the teacher will send one of the other adults for help without delay from the emergency services.
The teacher should stay with the group and liaise with the school to arrange for the group to be returned to school immediately if necessary. The Headteacher will arrange for the group's safe return, if necessary by arranging emergency coaches or taxis.

USING PUBLIC TOILETS AND SHOPS

- The children should not be allowed anywhere which is not in the direct sight of one of the accompanying adults.
- This includes toilets. The children should go to the toilet accompanied by at least one other child and the supervising adult will stand in as close a proximity as possible (if necessary near the male toilet door).

Children should not be allowed to eat sweets, go into shops unaccompanied , talk to strangers or do anything else which would not be deemed appropriate for any other school day or lesson.

CROSSING ROADS

- Children must not cross the road without being escorted at the front and from behind by adults from the party.

FIRST AID – TAKE PIRITON AND CALPOL

- The teacher must ensure that a first aid box is taken on the journey / visit unless they are visiting a centre or venue which does have a first aid post or provision..
The teacher must ensure that all children who use / need / have asthma pumps or ventilators in school carry them on their person when going out on a visit. If the teacher does not think the child will act responsibly with the medication the medication may be carried by the adult accompanying the child. Parents are responsible for ensuring that the school knows a child's need for medication and for ensuring that medication is available in school. (See our Policy for Supporting Children With Medical Needs)

Contacting Emergency Services

Dial 999, ask for an ambulance and be ready with the following information

1. Your telephone number.
2. Give your location as follows.
3. State the postcode.
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
9. Don't hang up until the information has been repeated back to you.
10. Ideally the person calling should be with the child, as the emergency services may give first aid instruction
11. Never cancel an ambulance once it has been called